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ODM-8

REGULATION

ORGANIZATION
18 January 1954

ORGANIZATION AND FUNCTIONS

OFFICE OF PERSONNEL

Rescission: Paragraphs 6, 7, and 8, and Figure 2 of [] dated 17 November 1953 25X1A

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Date: <u>29 Nov 78</u> By: <u>016</u>

1. MISSION

The Assistant Director for Personnel is responsible to the Director of Central Intelligence for the development and administration of an Agency-wide personnel program.

2. FUNCTIONS

The Assistant Director for Personnel shall:

- a. Formulate and recommend policies, regulations, and standards which shall govern the administration of personnel throughout the Agency.
- b. Advise and assist administrative and operating officials on all matters of personnel administration.
- c. Inspect, review, and evaluate all phases of personnel management activity wherever performed in the Agency, for compliance with policies, regulations, and standards, and for adequacy of personnel programs at all levels of the Agency.
- d. Represent the Agency on civilian and military personnel matters to the U. S. Civil Service Commission, the Selective Service System, the Department of Defense, and other agencies as may be designated.
- e. Conduct research in the field of personnel management as required in support of operational programs.
- f. Provide personnel service for the Agency to include:
 - (1) Position classification and wage administration.
 - (2) Procurement and placement of personnel for all components of the Agency.
 - (3) Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency.

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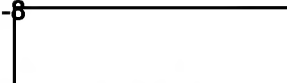
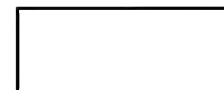
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- (4) Procurement and assignment of military and other IAC personnel to the Agency, and administrative operations in connection with these details.
 - (5) Preparation of appropriate personal service contracts for all components of the Agency.
 - (6) Administration of a program for holding personnel for eventual assignment to operating components of the Agency.
 - (7) Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board.
 - (8) In-service promotion program to bring about maximum utilization of the skills and abilities of personnel already in the Agency.
 - (9) A program of personnel relations activities, including counseling and employee services.
 - (10) Establishment of special monetary allowances and differentials for overseas personnel, as required.
 - (11) Operation of a central processing service for personnel performing official travel.
 - (12) The recording of all personnel transactions, maintenance of personnel files, and a position control system.
 - (13) A program involving the compilation and presentation of comprehensive personnel statistical data for use by all components of the Agency.
 - (14) Administration of designated commercial life and medical insurance programs for the benefit of all Agency personnel.
- g. Provide necessary personnel services for the National Security Council.
- h. Supervise the activities of the CIA Honor Awards Board.

3. ORGANIZATION

See organization chart, Figure 1.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE

CONFIDENTIAL Acting Deputy Director
(Administration)

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ORGANIZATION AND FUNCTIONS

OFFICE OF TRAINING

Rescission: Paragraphs 6, 7, and 8, dated 20 March 1953 and
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1. MISSION

The Director of Training shall develop and direct Agency training programs and review Office training programs; represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

2. FUNCTIONS

The Director of Training shall:

- a. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.
- b. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.
- c. Develop and direct, within the Agency, training programs relating to the principles, methods, and objectives of national intelligence.
- d. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.
- e. Provide for the training of personnel in language, area, and specialized functional fields.
- f. Conduct indoctrination for new personnel and orientation for Agency, Governmental, and other personnel, as required, in the mission, functions, and organization of the Central Intelligence Agency.
- g. Provide management training for executives, administrators, and supervisors

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to improve their skills in conserving the human and physical resources of the Agency.

- h. Direct a comprehensive program for the selection, professional training, and career preparation of junior officer personnel in cooperation with the various Offices of the Agency.
- i. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.
- j. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office head, terminate the training of personnel for failure to meet prescribed standards of performance.
- k. Review Office training programs, including on-the-job training, and advise and assist the Offices in the development, direction, and conduct of such training.
- l. Maintain, in coordination with appropriate Offices, relationships with officials in Governmental and private institutions in the United States and abroad for the purpose of providing training programs.

8. ORGANIZATION

See organization chart, Figure 1.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE
Acting Deputy Director
(Administration)

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